



TRANSFER/PROMOTIONAL OPPORTUNITY

PERSONNEL PAYROLL ASSISTANT III
Department of City Development

PURPOSE:

The Personnel Payroll Assistant III provides confidential support to the Personnel and Payroll Section in the following areas: payroll and personnel transactions and reports, employee benefit information, general employment information and other general personnel administration support. This position also provides clerical support for grants administration and assists and provides back-up to the Program Assistant II.

ESSENTIAL FUNCTIONS:

- Enter new DCD and RACM employees in the City's Human Resources Management System (HRMS) and creates personnel files.
- Maintain employee information in HRMS and personnel files, such as, appointments, sick leave, jury duty, promotions, transfers, discipline, retirements and separations.
- Post corrections and adjustments in the CityTime for employee payroll accounts and leave balances and records appropriate information in HRMS.
- Forward time card adjustments to the Program Assistant II to enter into the Employee Database.
- Process auto allowance requests and maintain employee auto insurance and driver's license records.
- Track and initiate the annual employee performance review and biannual sick leave control and sick leave incentive programs.
- Assist in coordinating the training for DCD and RACM employees and processes tuition reimbursements.
- Advise employees of benefit changes.
- Annually reviews printed history cards.
- Reconcile the DPW quarterly DCD and RACM cell phone invoices.
- Provide support to employees regarding timecard processing and employee benefits.
- Process special pays such as Development Awards and retroactive payments.
- Respond to the payroll request for unemployment or worker's compensation wage statements.
- Provide clerical support to the Resources and Administration Manager including the federal/state grant reporting compliance.
- Order office supplies for the Finance and Administration section.
- Provide support for UPAF and Combined Giving Campaigns.
- Assist and provide back-up to the Program Assistant II.
- Maintain the web content for personnel activities as directed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.
2. Four years of progressively responsible office support experience which includes a substantial amount of customer contact, work with detailed records and at least one (1) year of experience at an Office Assistant III level or higher.

Personnel Payroll Assistant III (DCD)

NOTE: Job-related coursework from an accredited college or business school may be substituted for up to **six** (6) months of the experience requirement. **College transcripts are required and must be received within three business days after the application period closes.** College transcripts may be either attached to the application; **OR**, sent to Box PPAIII, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; **OR**, e-mailed to staffinginfo@milwaukee.gov. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

DESIRABLE QUALIFICATIONS:

- Experience using Microsoft Word, Excel and Access.
- Knowledge of the City's HRMS system.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Microsoft Word, Excel and Access.
- Knowledge of the City's Human Resources Maintenance System and CityTime System.
- Ability to communicate effectively, both orally and in writing.
- Interpersonal and customer service skills; including the ability to work effectively with culturally diverse individuals at all levels inside and outside the organization.
- Ability to manage a high level of detail with accuracy.
- Ability to organize workflow to meet the goals of the position.
- Ability to multi-task despite frequent interruptions.
- Ability to work with shifting priorities, with little or no advance notice.
- Ability to consistently work under time constraints and meet deadlines.
- Ability to maintain confidential information.

Salary (5EN):

The current starting salary for City of Milwaukee residents is \$40,100. The non-resident starting salary is \$39,507.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of City Development reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- *NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact (414)286-2105.*

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling (414)286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications and transcripts should be returned to: Lindsey O'Connor, Human Resources Analyst, Senior, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202 by **June 6, 2014**. Receipt of applications may be discontinued any time after that date.